



WYOMING WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 9507, CHEYENNE, WY 82003-9507



December 2017

MEMORANDUM FOR WYOMING WING CADETS AND SENIOR MEMBERS

FROM: 2018 Wyoming Wing Encampment Commander and Encampment Administrator

SUBJECT: Invitation to Attend the 2018 Wyoming Wing Encampment as Staff

1. The Wyoming Wing will be conducting its 12th Cadet Encampment at Camp Guernsey, Wyoming. In order to make it successful, we need motivated members to be on staff. We would like to extend that invitation to you. If you are a cadet who has attended an encampment, consider being a part of the encampment staff. We also need senior members to carry out many important tasks. We will have 2-3 flights depending on the number of staff accepted.
2. **Dates and Activities:** Staff members will report on Thursday, 02 August 2018 for set-up and training, with the cadet students arriving on Saturday, 04 August 2018. Graduation will be on the morning of Sunday, 12 August 2018. The week's activities will include physical training, drill/ceremonies, leadership, emergency services, aerospace education, helicopter/C-130 flights (weather and aircraft permitting) plus much more. We plan to the Training Simulator and perhaps the obstacle course at Camp Guernsey.
3. **Cadet Staff Positions available:**
 - a. **Cadet Commander** (1) - The Cadet Commander (C/CC) is responsible for the implementation and conduct of the encampment program.
 - b. **Deputy Commander** (1) - The Deputy Cadet Commander (DCC) is primarily responsible for coordinating and implementing the encampment training, outside the scope of the training staff. Must be an officer.
 - c. **Executive Officer** (1) - The Executive Officer is primarily responsible for coordinating, controlling, and directing the support activities of the encampment. Must be an officer.
 - d. **First Sergeant** (1) - The First Sergeant is responsible for ensuring that the noncommissioned officers of the encampment are familiar with their duties and responsibilities. The first Sergeant will lead PT every morning and will assist in other areas as needed. Must be a sergeant.
 - e. **Flight Commander** (2-3) - The Flight Commander is primarily responsible for the implementation of the encampment training of the flight and to mentor the Flight Sergeant. Must be an officer.

- f. **Flight Sergeant** (2-3) - The Flight Sergeant is directly responsible for the personal implementation of the encampment training program of the flight. Must be a sergeant.
 - g. **Support Staff** (can be of any grade)
 - i. **Administration/Logistics** (1-2) - The Administration/Logistics staff will work with the Senior Member Administrative and Logistics Officers to take care of all paperwork and supplies necessary to run a successful encampment.
 - ii. **Public Affairs** (1-2) - The Public Affairs staff will work with the Senior Member Public Affairs Officer to publish a daily newsletter, take pictures, do Facebook updates, and prepare PA presentations.
 - iii. **Medical** (1) - The medical staff will work with the Senior Member Medical Officer to assist encampment participants with health and medical issues.
4. **Senior Member Staff Positions available:**
- a. **Training Officers** (2-3) - The Training Officer is the senior member mentor for each flight.
 - b. **Safety Officer** (1) - the Safety Officer is responsible for advising the CC regarding safety practices during all facets of the encampment, delivering daily safety briefing, and taking care of paperwork in case of mishaps/accidents.
 - c. **Chaplain/CDI** (1) - The Chaplain's main job is to keep the CC advised about the morale and overall welfare of the encampment participants in attendance and teach the character development lessons.
 - d. **Administrative Officer/Mentor** (1) - The Admin Officer is the point of contact for all the encampment paperwork and will mentor the cadet administration staff member.
 - e. **Logistics Officer/Mentor** (1) - The Logistics Officer performs any duties that cannot be done by the cadet staff such as driving a vehicle, purchasing supplies, etc. The LO will coordinate with the host base supply for equipment and perishable items and mentor the cadet logistics staff member.
 - f. **Medical Officer** (1) - the Medical Officer will ensure that cadets do not perform functions beyond their physical capabilities and qualifications. Daily medical services will be provided, necessary records will be kept of all medical related activity and the cadet medical staff member will be mentored.
5. **Application Procedures:**
- a. **Senior members:** Contact the Commander and/or the Administrator to state what position is desired. Fill out a CAPF 31, CAPF 161 and CAPF 160 and submit along with a check for \$50 made out to WY WING CAP. Indicate on the CAPF 31 what position you would like. Out-of-state applicants must get their Wing Commander's signature or email/letter/etc. stating approval.
 - b. **Cadet members:** Please provide a **typed** copy of the following:
 - i. **CAPF 31** – completely filled out with all necessary signatures. Out-of-state applicants **MUST** have their Wing Commander's signature on the application or an email/letter/etc. stating approval.

- ii. **Cover Letter** – this should include an explanation of what position(s) you are considering and a paragraph telling why you are qualified for the position(s).
 - iii. **Resume** – this is a listing of all your education and accomplishments, especially in CAP and in your school and community. This should be complete enough so that the CC and C/CC can determine your suitability for the position for which you are applying. You may need to do some research on how to write a resume.
 - iv. **CAPF 160, 161 and 163** – completely filled out and with appropriate parent signatures (cadets over 18 do not need the CAPF 163).
 - v. **Check for \$150** made out to WY WING CAP.
6. **Deadlines:** Applications for cadet staff must be received by **March 31, 2017**. Email submissions of all paperwork is acceptable, but your application will not be complete without the receipt of your payment. Electronic paperwork can be sent to: Salvatore.chiporoCAP@gmail.com or capcommander@gmail.com. Paperwork and checks can be sent to the addresses located in item 10. All applicants will receive a confirmation phone call or email informing the position assigned by the middle of April 2017. Some cadets may receive an interview prior to selection.
7. **Physical Fitness:** All cadets, including cadet staff, should be able to run a mile in a reasonable time and complete their PT requirements for their rank or have a doctor's excuse to waive them from this requirement. **ALL** cadet staff will participate in daily physical training. It is important for cadet staff to set a good example for the students and be able to participate actively with them.
8. **Encampment Web Site:** <http://www.wywg.cap.gov/cadet-programs/encampment/>.
9. **Encampment Facebook page:** <https://www.facebook.com/WYWingEncampment/>.
10. Send all encampment application materials to one of the following addresses:

WY Wing Encampment
C/O Tech. Sgt. Chiporo
4708 Long Branchy Loop
Cheyenne, WY 82001

WY Wing Encampment
C/O Lt. Col. Carlson
P.O. Box 98
Burlington, WY 82411

11. We look forward to seeing you at this year's Encampment!

//SIGNED//

Salvatore R, Chiporo, Tech. Sgt., CAP
2018 Encampment Commander

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BJ Carlson, Lt. Col., CAP
2018 Encampment Administrator

